

Lot Improvement Approval REQUEST Form

- ✓ While the Covenants say to allow thirty (30) days for the approval process, it typically does not take that long. However, please prepare as far in advance of your anticipated construction/installation date as possible, for the Committee cannot guarantee a timely response to a “rush” request. Furthermore, failing to include all the required documents will ultimately delay the process.
- ✓ All proposals **MUST** include a Plot Plan or Surveyor Location Report with location or outline of proposed improvement(s) clearly marked as well as drawings and/or photos with sufficient detail to accurately represent the proposed improvement(s). A representative picture is required for all fence proposals regardless of the level of detail provided in description area below.
- ✓ Homeowner is responsible for obtaining any necessary building permits and properly locating their Lot boundaries through a staked survey.
- ✓ You may apply for more than one improvement per form (i.e. a fence and a deck). Please itemize in description area below.

Name _____	Phone _____
Email _____	Fax _____
Community _____	Lot _____
Address _____	

Please describe the change in detail including proposed structure, materials to be used and/or size (height) and square footage. Note: description here may be general if the details are clearly represented in accompanying drawings.

	Y	N
Do any of the proposed improvements require a building permit?	<input type="checkbox"/>	<input type="checkbox"/>
Per your Plot Plan, do any of the proposed improvements extend into Common Area?	<input type="checkbox"/>	<input type="checkbox"/>
Per your Plot Plan, do any of the proposed improvements extend into an Easement?	<input type="checkbox"/>	<input type="checkbox"/>
Does your property border a pond or walking trail?	<input type="checkbox"/>	<input type="checkbox"/>

Who will be performing the work? _____

What is the proposed start date? _____

By signing below, I understand that I am required to obtain Board approval before making any improvements/additions to my home by the Covenants and Restrictions. I acknowledge my obligation to allow sufficient time for the processing of my request.

Signature _____ Date _____

Email (PDF format preferred) to:
hoa@platinum-properties.com
 or
 Mail to:
 Architectural Control Committee
 c/o Eric Simons
 9757 Westpoint Drive, Suite 600
 Indianapolis, IN 46256